



**CITY OF BLOOMINGTON**  
**Planning Department**  
401 N. Morton St., Bloomington, Indiana 47404



**Phone: 812-349-3423**

**Fax: 812-349-3535**

**Email: [planning@bloomington.in.gov](mailto:planning@bloomington.in.gov)**

**SANDWICH BOARD SIGN PERMIT APPLICATION**

**\*MAKE CHECKS PAYABLE TO THE CITY OF BLOOMINGTON**

Date Applied: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
Applicant's Phone/Fax #: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Address of Business: \_\_\_\_\_

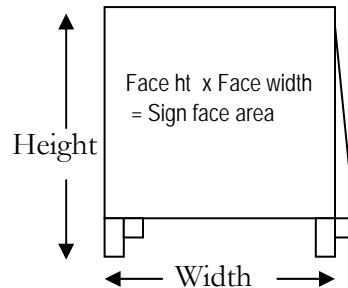
(OFFICE USE ONLY)

Application #: \_\_\_\_\_  
Permit Fee: \$55.00  
Date Issued: \_\_\_\_\_  
Permit Reviewer: \_\_\_\_\_

Height of sign? \_\_\_\_\_  
(Max. height=4.5 feet)

Width of sign? \_\_\_\_\_  
(Max. width=2.75 feet)

Sign face area? \_\_\_\_\_  
(Max. sign face area=5 sq. feet)



Is sign base weighted with at least 10 pounds of ballast? \_\_\_\_\_

Is sign at least 10 feet from nearest sandwich board sign? \_\_\_\_\_

Is sign at least 4 feet away from all sidewalk obstructions? \_\_\_\_\_

**SITE PLAN REQUIREMENTS**

In order to receive a sandwich board sign permit, the applicant shall submit a site plan containing the following elements:

1. Scale and North arrow
2. Location of sign
3. Width of sidewalk
4. Distance between building and sign location
5. Distance between curb edge and sign location.

**CERTIFICATION**

I am the owner or authorized agent responsible for compliance, and hereby acknowledge the following:

1. I have read this application and all related documentation and I represent that the information furnished is correct.
2. I agree to comply with all City ordinances and State statutes which regulate construction, land use, and occupancy.
3. Any changes made to sign dimensions or location shall be submitted to the City of Bloomington for review.
4. If any misrepresentation is made in this application, the City may revoke any Permit or Certificate issued based upon this misinformation.
5. No sign installation is allowed until a permit has been issued from the Planning Department.

Applicant's Signature

Date

If you have any questions about sandwich board requirements, please call the **Bloomington Planning Department** @ 812-349-3423.